



Classification: Engineering Geologist
Position Number: 880-350-3756-001

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-350-009	Classification Title: Engineering Geologist	Position Number: 880-350-3756-001
Incumbent Name: Vacant	Working Title: Engineering Geologist	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: R09
Division/Office: Administrative Hearings Office		Section/Unit: N/A
Supervisor's Name: Skyler Anderson		Supervisor's Classification: Environmental Program Manager I (Supervisory)

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the close supervision of an Environmental Program Manager I (Supervisory) of the Administrative Hearings Office (AHO) and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
Position Description
The incumbent performs varied geological and hydrogeological analyses, research, mapping, and modeling assessments related to matters assigned to the Administrative Hearings Office. This position is specifically focused on analyzing exhibits and testimony, and highly skilled writing as it relates to drafting reports, notices and orders. In addition, the Engineering Geologist will act independently, as a member of the Administrative Hearings Office, on hearings to provide analytical and technical input during public hearings.
Essential Functions (Including percentage of time):



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45%	Prepare notices of hearings, background reports and initial administrative records for hearings in water right enforcement, permitting matters and other matters assigned; review draft and final California Environmental Quality Act documents for adequacy to support State Water Board decisions; prepare public-trust and instream-flow analyses; analyze exhibits and testimony submitted for water right hearings and prepare confidential analyses and oral presentations to hearing officers; provide technical analyses and recommended questions during water right hearings; and work with hearing officers and other AHO staff to prepare questions to clarify technical arguments or evidence, draft decisions and orders.
35%	Interpret and apply California water rights law, the California Environmental Policy Act and other State and federal environmental laws, policies, regulations, and requirements applicable to the State Water Resources Control Board; prepare reports, conduct pre-hearing analyses of pending water right applications and petitions, including analyses of pending geological, hydrological, environmental, water-availability and water right issues; and take other pre-hearing actions regarding pending water right applications and petitions as necessary to make them ready for hearings.
15%	Work with AHO hearing officers and other AHO staff to develop recommended management procedures for water right hearings and preparation of administrative records, and to monitor work product as necessary to confirm it aligns with AHO.

Marginal Functions (Including percentage of time):

5%	Perform other duties as required.
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Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works in a high-rise office building in a smoke-free environment. The work schedule is Monday through Friday.

Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date



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Employee Name	Employee Signature	Date